



# Muscogee (Creek) Nation

## Human Resource Management Services

### Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 02/19/2015	Employee Requisition Number <b>ER-15149</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>THERAPIST</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Children & Family Services Administration Director, the Therapist will conduct family, individual and group treatment, assessments, and referrals. Also, administer and interpret psychological and substance abuse tests/assessments to diagnose disorders and formulate treatment plans. The Therapist will perform the duties for CFSA within the designated service area of the Muscogee (Creek) Nation. Work is performed within the homes of CFSA families or other facilities operated by Muscogee (Creek) Nation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Conduct individual, family, or group counseling for children, youth, and adults to address issues related child abuse and neglect as well as other behavioral and mental health issues.</li> <li>2. Conduct evaluations/assessments for children, youth, and adults to determine type of counseling and/or services needed.</li> <li>3. Work with the Indian Child Welfare Program staff in providing counseling services to child welfare clients, including children and their parents.</li> <li>4. Participate as a court advocate for clients in tribal and state court when necessary.</li> <li>5. Generate reports to the court regarding the progress of a child, family, or adult when</li> <li>6. Prepare service plans for clients and maintain case files, including progress notes and case narratives.</li> <li>7. Generate monthly statistical and narrative reports.</li> <li>8. Maintain strict client confidentiality.</li> <li>9. Follow CFSA and Muscogee (Creek) Nation Policy and Procedures and guidelines.</li> <li>10. Regular and timely attendance</li> <li>11. Participate in weekly staff meetings.</li> <li>12. Attend training, workshops, and education programs.</li> <li>13. Perform other duties as assigned</li> </ol>
Minimum Requirements:	Minimum Requirements – Master's Degree with three (3) years experience in individual, family, and/or group counseling.
Preferred Requirements:	Preferred Requirements – Licensed Professional Therapist (LPC) or in the



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	process of obtaining LPC status with two (2) years experience in counseling.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Licensed Professional Counselor (LPC)

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.